

This alert indicates the clients who are turning a certain age. Please note that WITS will add leap year days as appropriate.

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WITS Idaho-WITS Training

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Alert Configuration Search

Alert Category: [Dropdown] Alert Type: [Dropdown]
Assigned to Staff Type: [Dropdown] Alert Name: [Text Box]

[Clear] [Go]

Alert Configuration List

Actions	Alert Type	Alert Name	Levels of care	Include case w/o LOC	Active	Assigned to Staff Type	Facility Excludes

[Add New Alert](#)

4. Enter **Alert Name**.
 5. Select **Client Turning Age {x}** as the **Alert type**.
 6. Enter the message in **What message should appear to users?**
 7. Complete these fields.
- Note: The number 6570 would be the clients 18th birthday.**
8. Enter the **Number of Days** you want this alert to show.
 9. Enter the **Effective Date**.
 10. Select **Finish**.

The screenshot shows the 'Agency Alert Configuration Profile' form in the Idaho-WITS Training system. The form is titled 'Agency Alert Configuration Profile' and includes a sidebar with navigation links. The main form area contains the following fields and callouts:

- 4**: Points to the 'Alert Name' field, which contains 'Client Turning 18'.
- 5**: Points to the 'Alert Type' dropdown menu, which is set to 'Client Turning Age {x}'.
- 6**: Points to the 'What message should appear to users?' text area, which contains 'Client turning 18'.
- 7**: Points to the 'When is the next activity due (days after the trigger point)?' field, which contains '6570'.
- 8**: Points to the 'Alert should stop being displayed this many days after it is generated' field, which contains '28'.
- 9**: Points to the 'Effective Date' field, which contains '8/25/15'.
- 10**: Points to the 'Finish' button at the bottom right of the form.

The form also includes other fields such as 'Configuration Type' (Agency), 'Trigger Point' (Client Date of Birth), 'Alert Description', 'Alert Category' (Client), 'How many days prior to the due date should this alert show up?' (14), 'Which staff should receive this message?' (Case Assigned To), 'Should message turn red when overdue?' (Yes), and 'Expiration Date'.